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7 July 1966

MEMORANDUM FOR ALL OCI EMPLOYEES

1. Henceforth all memoranda produced by the Office of Current Intelligence will be reviewed for their suitability for dissemination outside the Agency by one of three officers, the D/OCI, DD/OCI or Special Assistant to D/OCI for Production.
2. The attached form must be filled in and signed by one of these three officers before any external dissemination is made.
3. This is the only form to be used in all phases of production and dissemination of OCI memoranda. In other words, the analyst, the Area Chief, O/D/OCI personnel, Memo Control Officer, and Ops Center personnel including the Night Editor--all of these persons--will use this form when processing a specific memorandum.
4. OCI Notice 70-3 dated 13 May 1966 relating to Procedure for Directorate of Intelligence Memoranda produced by Office of Current Intelligence is being revised to reflect the changes made by this memorandum.

  
E. DREXEL GODFREY, JR.  
Director of Current Intelligence

Attachment: Memo Control Form

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